

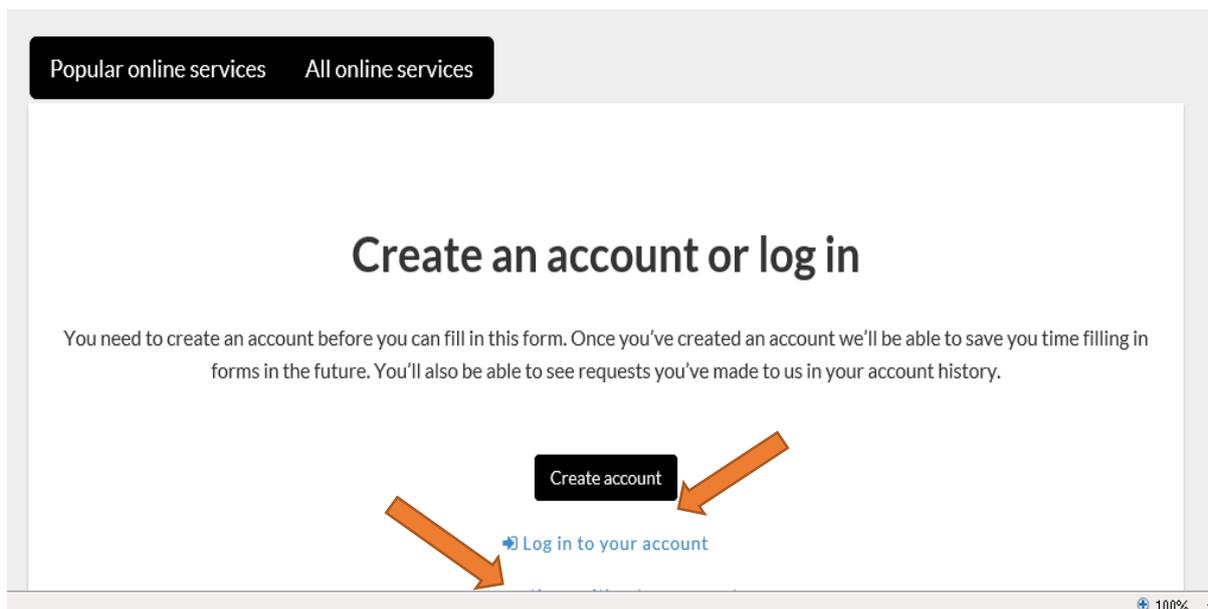
A guide to completing the online Carer's Assessment

You've chosen to do your carer's assessment online

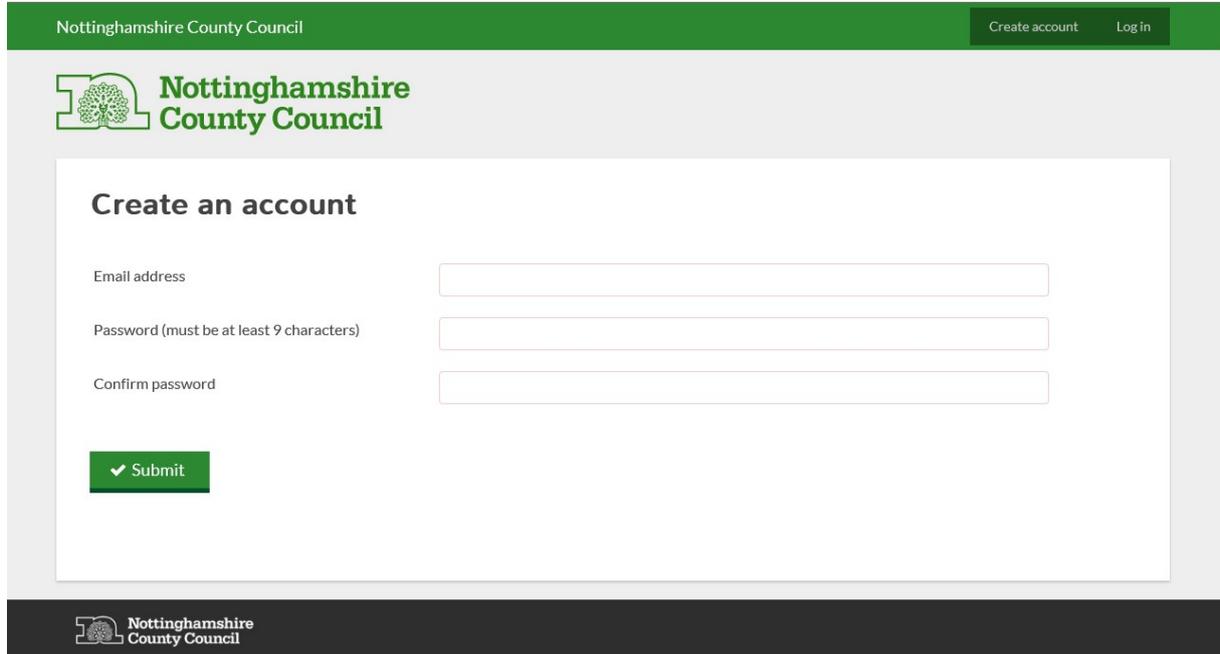
Here's a step-by-step guide to completing that assessment.

Please note, the email address you provide must be one that only you have access to. If you share your email address with anyone else, including the cared for person, we can assist you to set up a new email account

1. You will receive an email containing a link which you will need to click on. Or you could copy and paste this into your web browser: <https://forms.nottinghamshire.gov.uk/>
2. The link will take you to this page.
You will need to either create an account if you haven't done so before with Nottinghamshire County Council, or choose the 'Log in to your account' link if you have already set up an account with us.

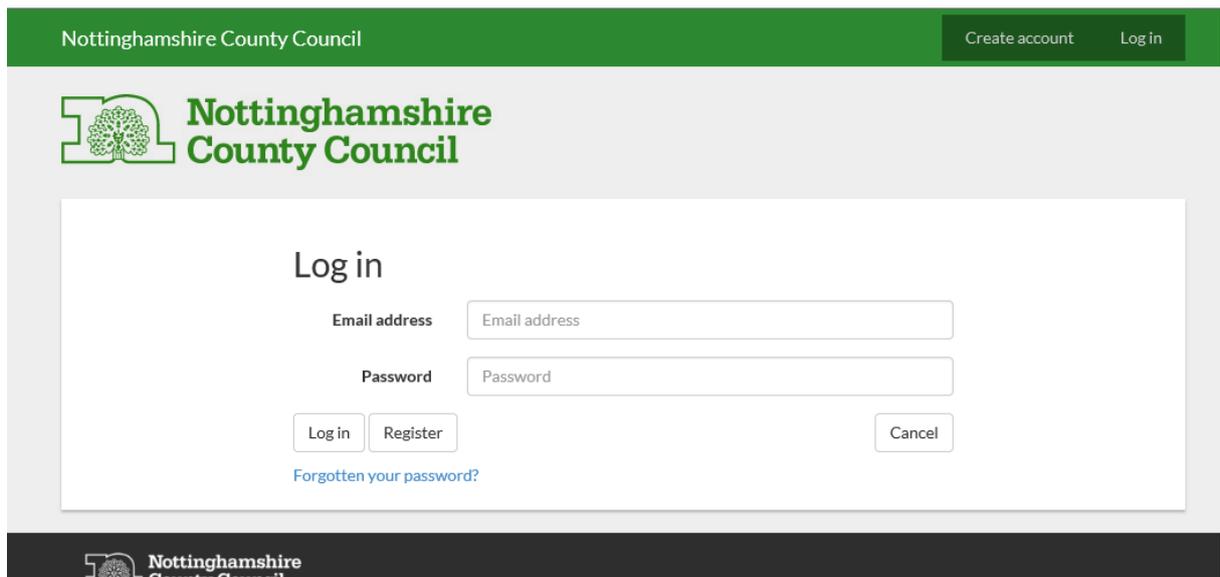


3. If you choose to create an account, you will be taken to this screen where you will need to enter your email address and set yourself a password.



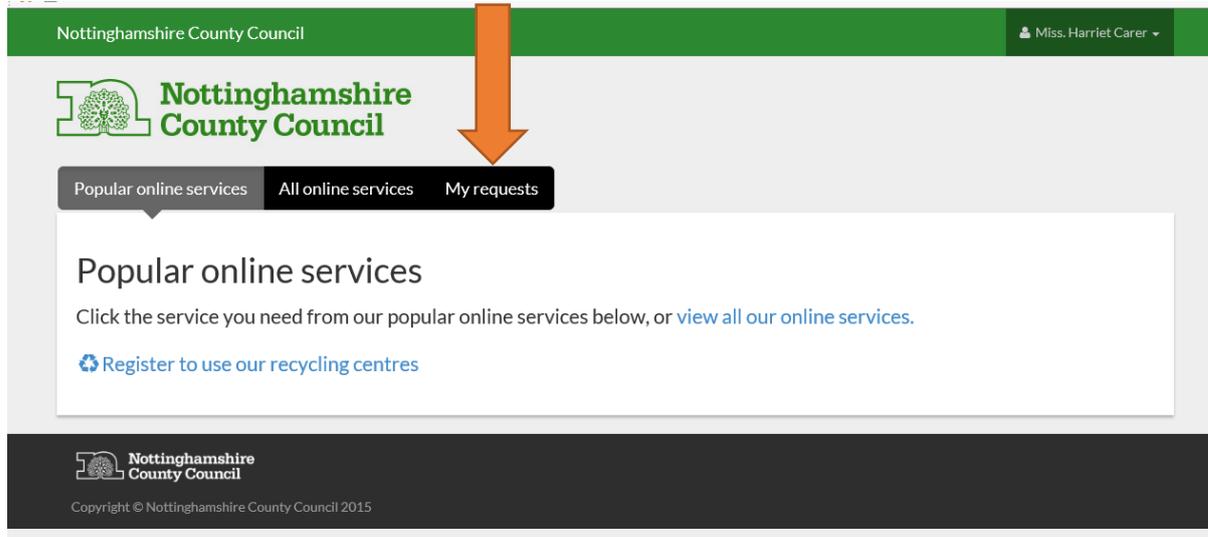
The screenshot shows the 'Create an account' page. At the top, there is a green header with 'Nottinghamshire County Council' on the left and 'Create account' and 'Log in' buttons on the right. Below the header is the council's logo and name. The main content area is titled 'Create an account' and contains three input fields: 'Email address', 'Password (must be at least 9 characters)', and 'Confirm password'. A green 'Submit' button with a checkmark is located below the fields. At the bottom of the page, there is a dark footer with the council's logo and name.

4. If you have created an account already and choose the option to log in, you will be taken to this screen where you will need to enter your email address and your existing password:

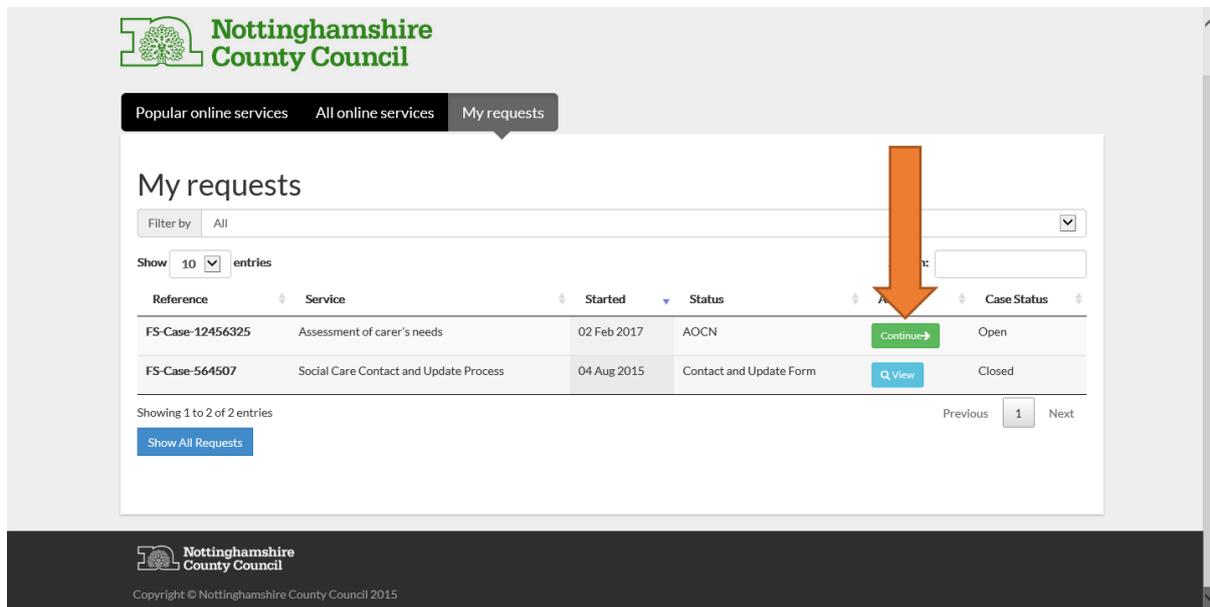


The screenshot shows the 'Log in' page. At the top, there is a green header with 'Nottinghamshire County Council' on the left and 'Create account' and 'Log in' buttons on the right. Below the header is the council's logo and name. The main content area is titled 'Log in' and contains two input fields: 'Email address' and 'Password'. Below the fields are three buttons: 'Log in', 'Register', and 'Cancel'. A link for 'Forgotten your password?' is located below the 'Log in' button. At the bottom of the page, there is a dark footer with the council's logo and name.

- Once you have created an account or logged in, you will see the screen below. You need to click on the **'My requests'** tab.



- You will see the 'Assessment of carer's needs' option. Click the **'continue'** button next to this option.



7. You will be taken to the first page of the Assessment of Carer's Needs form. Once you have read the information, please click **'Next'**:

Assessment of Carer's Needs

Completing the form Your details Your information Your health Your needs Your caring role Further information

Check and submit

Completing the form

Please can you complete this form and return it to us by .

Using the form

- the * means you must complete the question
- click 'Save', only if you want to exit the form and return to it later - you will be sent an email with a link to continue the form
- use the 'Next' and 'Previous' buttons to move through the form
- when you complete a section, the heading on the progress bar will turn green.

Remember

- it will take approximately an hour to complete
- complete the assessment as soon as possible, but no later than the date on the form
- provide as much information about your caring role so we can understand your situation
- think about what you do and how it impacts on you.

If you are having any difficulties with the form, please contact the Customer Service Centre on 0300 500 80 80.

[Next >](#) [Save](#)

- You will then be taken to the 'Your details' screen where some of your information will already be populated. If any of these details are incorrect, please complete and submit the form as normal. A social care worker will telephone you after they receive the completed form; make them aware of any incorrect details on the form and they will update our system. You will need to enter the details of the person or people you care for before clicking the **'Next'** button.

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Assessment of Carer's Needs

Completing the form
 Your details
 Your information
 Your health
 Your needs
 Your caring role
 Further information

Check and submit

Your details

Below are the personal details we have for you. If the details are not correct please continue the form. You can tell the Carer Support Service about any changes when they contact you after the form is submitted.

Name	Imogen Carer
Address	47, Loughborough Road, West Bridgford, NG2 7LA
Postcode	NG2 7LA
Telephone	01151234567
Date of birth	22/11/1966

Personal details of the person or people you care for

Name *

Postcode *

Select Address *

Your relationship with the person you care for. For example, you are their daughter. *

Please tell us briefly about the care and support you provide. Please indicate the main condition of the person you care for. Think about what you feel is most valuable and positive about what you do. *

Do you care for another person?

Add Person

9. You will be taken to the 'Your information' screen. Once you have answered the questions, please click the **'Next'** button.

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Assessment of Carer's Needs

Completing the form Your details **Your information** Your health Your needs Your caring role Further information

Check and submit

Your information

Everyone working in adult social care has a duty to keep your information confidential. However, we may need to share information about you with other professionals or agencies in order to provide you with the best service possible.

You have my permission to share information about me * Yes No ✓

In exceptional circumstances we are required to share your information without your permission. This is where there is a risk of harm or abuse to you or other people.

Next > Save Previous

10. You will be taken to the 'Your health' screen. Once you have answered the questions, please click the **'Next'** button.

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Assessment of Carer's Needs

Completing the form Your details Your information **Your health** Your needs Your caring role Further information

Check and submit

Your health

What is the impact of your caring role on your physical and/or mental health? *

- My caring role has no impact on my health
- My caring role is having some impact on my health
- My caring role is having a significant impact on my health
- My caring role is making me seriously ill

Next > Save Previous



11. You will be taken to the 'Your needs' screen. Please answer each question before clicking the 'Next' button at the bottom of the page. You can use the scroll bar at the side of the page to move up and down the screen to enable you to see all of the questions.

Assessment of Carer's Needs

[Completing the form](#) [Your details](#) [Your information](#) [Your health](#) [Your needs](#) [Your caring role](#) [Further information](#)

[Check and submit](#)

Your needs

The questions that follow are about establishing the impact that your caring role may have on your health, day to day life and responsibilities.

When answering the questions, choose the answer that best reflects the impact of your caring role.

Keeping your home clean and safe

Please think about the condition of your home. Consider whether it is a safe and appropriate environment to live in and whether it presents any significant risk to your wellbeing. For example, a habitable home should be safe and have amenities such as water, electricity and gas.

Can you maintain a habitable home for yourself alongside your caring role? *

- My caring role has no impact on my ability to maintain my home
- My caring role is having some impact on my ability to maintain my home
- My caring role is having significant impact on my ability to maintain my home
- I am unable to maintain my home due to my caring role

Caring for children

Please consider any parenting or other caring responsibilities you have for a child/children under the age of 18. For example, you may be a grandparent with caring responsibilities for your grandchild whilst their parents are at work.

Can you carry out any parental/caring responsibilities you have for a child/children

- I do not have any parental/caring responsibilities for a child

- My caring role is having some impact on my ability to carry out my parental/caring responsibilities
- My caring role is having a significant impact on my ability to carry out my parental/caring responsibilities
- I am unable to maintain my parental/caring responsibilities due to my caring role

Caring for other adults

Other than the person(s) named on this form, do you provide care or support to any other adults? For example, you may also have caring responsibilities for a parent in addition to caring for the adult with care and support needs.

Can you carry out any additional caring responsibilities you have alongside your caring role? *

- I do not have any additional caring responsibilities
- My caring role has no impact on my ability to carry out additional caring responsibilities
- My caring role is having some impact on my ability to carry out additional caring responsibilities
- My caring role is having significant impact on my ability to carry out additional caring responsibilities
- I am unable to maintain my additional caring responsibilities due to my caring role

Maintaining relationships

Please consider whether your caring role impacts on your ability to maintain relationships with people who are important to you. For example, it prevents you from keeping in touch and spending time with family or friends, or meeting new people.

Can you keep in contact with people as you would like to alongside your caring role? *

- My caring role has no impact on my ability to maintain relationships
- My caring role is having some impact on my ability to maintain relationships
- My caring role is having a significant impact on my ability to maintain relationships
- I am unable to maintain my relationships due to my caring role



Work, training, education or volunteering

Please consider whether your caring role impacts on your ability to work, find suitable work, study or volunteer.

Can you work and/or take part in training, education or volunteering alongside your caring role? *

- I am not interested or cannot take part in work, training, education or volunteering due to reasons other than my caring role
- My caring role has no impact on my ability to take part in work, training and/or volunteering
- My caring role is having some impact on my ability to take part in work, training and/or volunteering
- My caring role is having a significant impact on my ability to take part in work, training and/or volunteering
- I am unable to maintain my work, training and/or volunteering due to my caring role

Using community facilities and services

Please consider whether you have the opportunity to make use of your local community's services and facilities. For example, whether you have time to attend appointments, go shopping or go to a place of worship.

Can you make use of facilities/services in your local community alongside your caring role? *

- My caring role has no impact on my ability to access facilities/services
- My caring role is having some impact on my ability to access facilities/services
- My caring role is having a significant impact on my ability to access facilities/services
- I am unable to access facilities/services due to my caring role

Leisure time

Please consider whether you have the time for recreational activities such as reading, doing a hobby or exercising.

Can you engage in recreational activities alongside your caring role? *

- My caring role has no impact on my ability to engage in recreational activities
- My caring role is having some impact on my ability to engage in recreational activities
- My caring role is having a significant impact on my ability to engage in recreational activities
- I am unable to engage in recreational activities due to my caring role

Preparing and eating meals

Please consider whether you are able to shop for, and prepare adequate meals for you and your family. For example, you have time to do essential food shopping and prepare meals for you and your family.

Can you manage and maintain nutrition alongside your caring role? *

- My caring role has no impact on my ability to manage and maintain nutrition
- My caring role is having some impact on my ability to manage and maintain nutrition
- My caring role is having a significant impact on my ability to manage and maintain nutrition
- I am unable to manage and maintain nutrition due to my caring role

Next >

Save

< Previous

12. You will be taken to the 'Your caring role' screen. Please answer each of the questions, considering how your caring role effects your life and how much time you spend caring. Click on the 'Next' button when you have finished.

Assessment of Carer's Needs

[Completing the form](#) [Your details](#) [Your information](#) [Your health](#) [Your needs](#) [Your caring role](#) [Further information](#)

[Check and submit](#)

Your caring role

The next questions ask you about your role as a carer.

Do you care for the person on your own or do you share this role with someone else? *

- I care for the person on my own
- I share the caring role with another person aged under 18
- I share the caring role with another person aged 18 or over
- I share the caring role with more than one other person

Over a typical day, how many hours of care do you provide? *

- Less than 1 hour a day
- Between 1-2 hours a day
- Between 2-3 hours a day
- Between 3-5 hours a day
- Between 5-8 hours a day
- More than 8 hours a day

Does your caring role affect the amount of sleep you get? *

- No, my caring role does not affect how much sleep I get
- Yes, my caring role sometimes affects the amount of sleep I get
- Yes, my caring role often affects the amount of sleep I get and I rarely get the sleep I need
- Yes, my caring role means that I never get a good night's sleep

Does your physical and/or mental health have an impact on your ability to continue with your caring role? *

- My health has no impact on my ability to continue my caring role
- My health may have an impact on my ability to continue my caring role
- My health is having some impact on my ability to continue my caring role
- My health is having a significant impact on my ability to continue my caring role

Are you willing and able to continue caring at the level you currently provide? *

- I am willing and able to continue caring at current levels without any support
- I am willing and able to continue caring at current levels with occasional support
- I am willing and able to continue caring at current levels with regular support
- I am not willing and/or able to continue caring at current levels

Next >

Save

< Previous

13. In the 'Further Information' section we would like to know a bit more about you and what you feel is important in your life. We would also like to know how the person you care for would manage if you were unable to continue providing support. Click the **'Next'** button when you are ready to proceed.

Assessment of Carer's Needs

[Completing the form](#) [Your details](#) [Your information](#) [Your health](#) [Your needs](#) [Your caring role](#) [Further information](#)

[Check and submit](#)

Further information

About you and what's important to you

Please tell us about yourself and what is important to you. Think about what you enjoy and what changes could improve your quality of life. *

About the person you care for

What would happen to the person you care for if support was not provided by you? Do you feel they would benefit from further support? *

Would the person you care for benefit from extra care and support? *

Yes

No

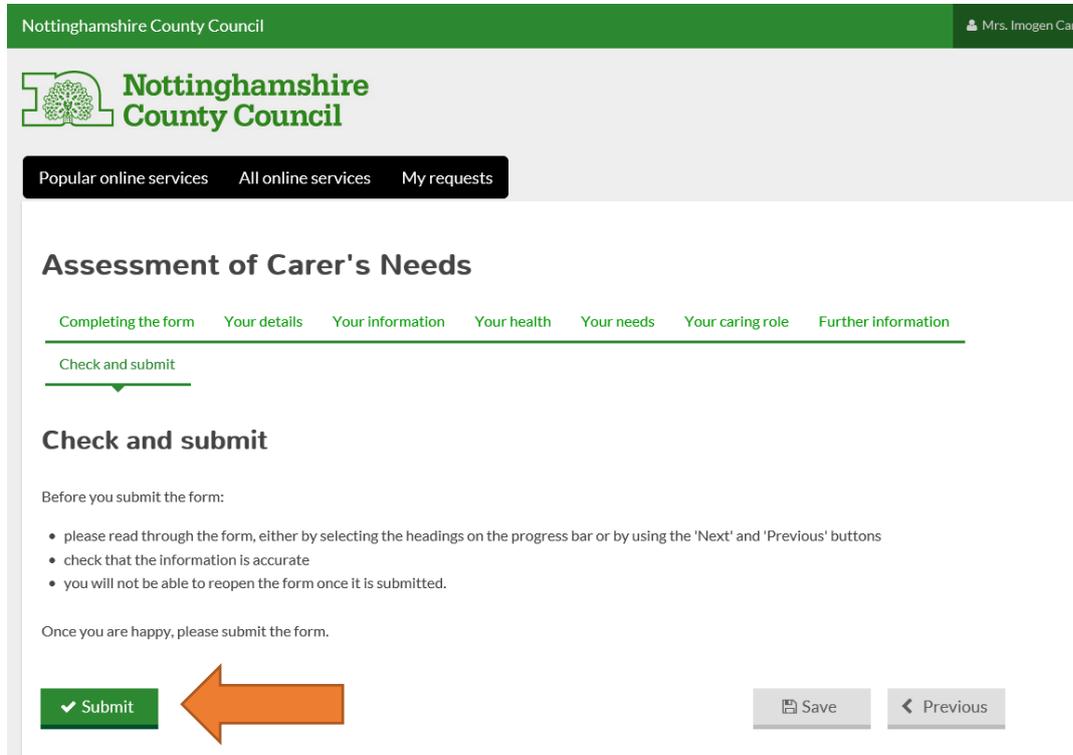


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14. You are now at the final screen where you have the opportunity to check the information you have provided to us. You can do this by using the 'next' and 'previous' buttons or by clicking on the headers which will take you to the corresponding section of the form. Once you are happy with your responses you can click on the **'submit'** button. Please be aware that once you have submitted your form, you will not be able to make any further changes.



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Assessment of Carer's Needs

Completing the form Your details Your information Your health Your needs Your caring role Further information

Check and submit

Check and submit

Before you submit the form:

- please read through the form, either by selecting the headings on the progress bar or by using the 'Next' and 'Previous' buttons
- check that the information is accurate
- you will not be able to reopen the form once it is submitted.

Once you are happy, please submit the form.

✓ Submit Save Previous

15. Once you have submitted your answers, a summary screen of the assessment will be displayed. You will be able to download this as a pdf. and print it out for your records.

What next?

The information on the form will be reviewed by one of our Carer Support Workers. They will contact you within 5 working days to discuss what happens next. You can request a hard copy of your assessment be sent to you if you wish.

If you are experiencing any problems not covered in this step-by-step guide, please contact our Customer Service Centre on 0300 500 80 80.

The Council is committed to protecting your privacy and ensuring all personal information is kept confidential and safe. For more details see our general and service specific privacy notices at:

<https://www.nottinghamshire.gov.uk/global-content/privacy>